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District Clerk's Office

\$10.00 counterfeit bill Date of Loss 01-10-14

Cause of Loss

A counterfeit \$10.00 bill was found in the office petty cash box by the accounting clerk. We are unsure if it was passed to the District Clerk's office or if it came to the office from the bank. The clerk noticed that the bill looked different than the other tens that were in the box. She marked it with a counterfeit pen and it turned brown.

Position of Official Regarding Loss

Loss was not the result of fraud or negligence on the part of the elected official. Following loss, additional measures were implemented to avoid future loss.

Current Internal Controls to Prevent Loss

At the time of the loss, January 10, 2014, there were no counterfeit specific controls in place other than visual examination of the currency of this denomination. The financial staff had recently attended a cash handling seminar where the speaker discussed the use of counterfeit pens. He described the pens as being useless because the counterfeiters are always ahead of the detection technology, therefore, if the staff marks a counterfeit bill the pen will often not show it to be counterfeit. Additionally, the seminar did not alert attendees to the prevalent use of counterfeit bills in smaller denominations, therefore the use of the pens was limited to larger denominations.

Additional Controls Implemented to Prevent Future Losses

Implementation of the use of counterfeit pens as a visual deterrent, with all employees who handle cash receiving training to mark all denominations of bills. All bills in the McKinney office that are \$20.00 and above are re-checked in the financial office at closing. The office has scheduled a counterfeit detection seminar by the Secret Service to be attended by all staff handling cash.

Action Taken to Recover Funds

We notified the Auditor's office and the Secret Service. The counterfelt money was sent to the Secret Service for inspection. No response has been received.



District Clerk P.O. Box 578 McKinney, Texas 75070 (972) 548-4320 972-424-1460 Ext. 4320 (Metro)

January 10, 2014

United States Secret Service 125 E John carpenter Freeway Suite 300 Irving, TX 75062

To Whom It May Concern:

The District Clerk's Office of Collin County received what is believed to be a counterfeit \$10.00 bill. We are unsure of where it came from and have no details on the person who passed it at our office. Enclosed is the bill with serial number JB 12019354 C. Please notify me if the bill is determined to be counterfeit and what action was taken.

Sincerely,

Amber Kincheloe Program Coordinator 972-548-4254 <u>akincheloe@collincountytx.gov</u>

